Filing on an Existing Case – Trial Courts (Attorneys)

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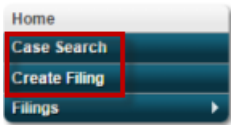
Filing on Existing Cases

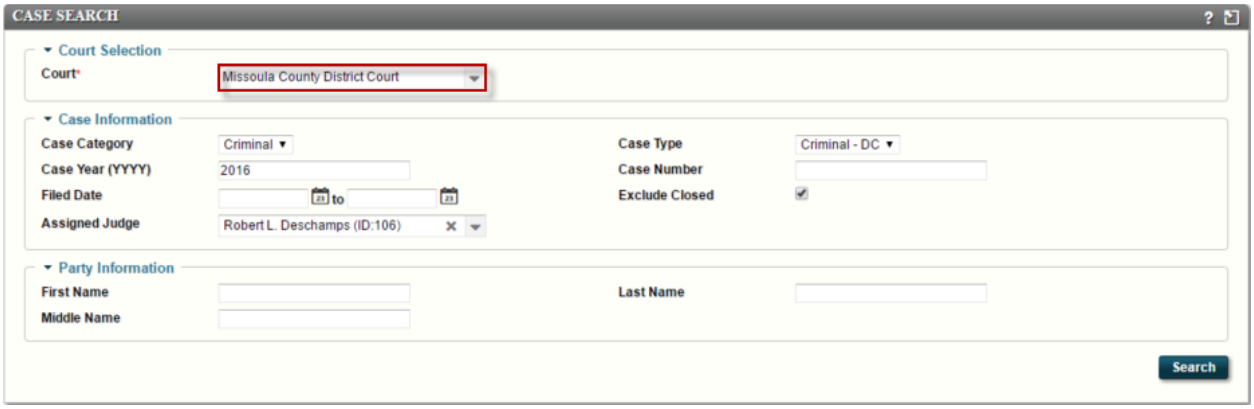
There are two options to create a filing on an existing case: "Case Search" and "Create Filing." Both of these can be found in the menu on the left side of the page.



Case Search

Case Search is useful if you want to see any documents, ROAs, or information about the case. Only cases on which you are a party are visible to you with the case search.

Search criteria – The case search page displays fields that can be filled in to restrict the filings that show up in the results. All fields are optional to fill in except for the "Court" field; this one must be filled in every time (mandatory fields are denoted by a red asterisk).



Case Category – Criminal, Juvenile, or Civil
Case Type – Current Phase 1 case types for District Court

- Criminal – Criminal
- Juvenile – Juvenile
- Civil – Developmental Disability, Involuntary Commitment, Abuse and Neglect

Case Year – Four digit year the case was created
Case Number – Only the last part of the cause number (e.g. for DC-32-2016-1##, only include 1##)
Filed Date – A date range for when the case was created
Exclude Closed – Removes all closed cases from the search results (selected by default.)
Assigned Judge – The current judge assigned to the case
Party Information – The first, middle, or last name of any party in the case

After providing the information click "Search." This will bring up a list of all the cases that fit your criteria. You can bring up the "Case View" by clicking anywhere on the line in the search results.

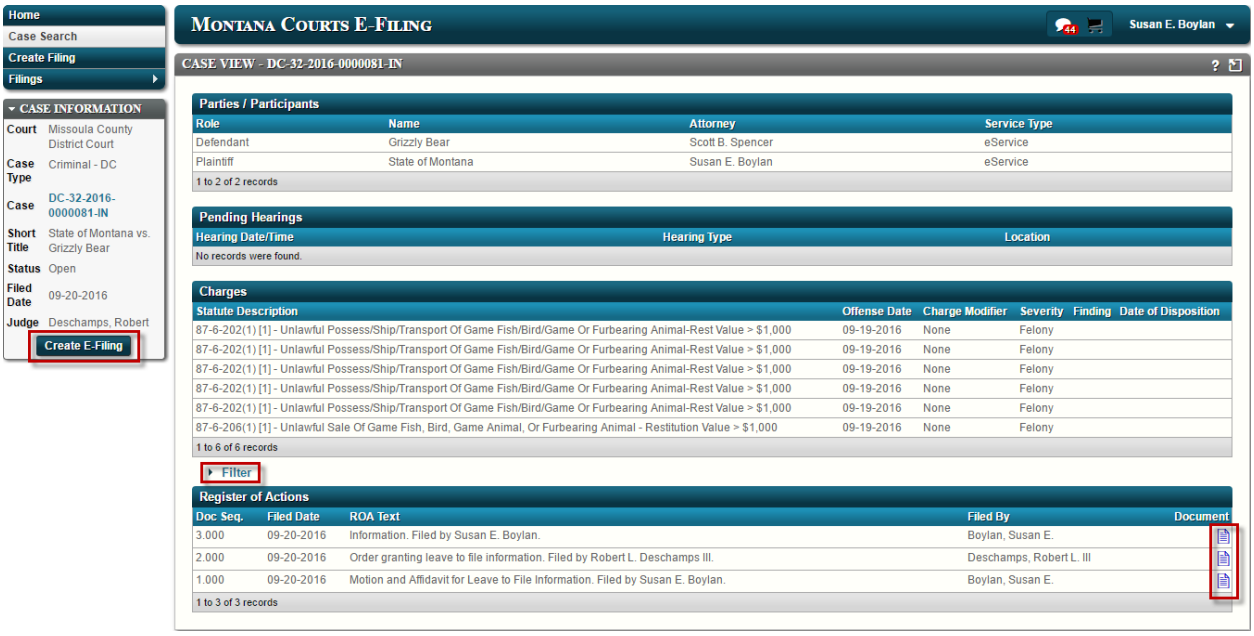
Results

Court Name	Case Number	Case Title	Case Type	Filed Date	Case Status
Missoula County District Court	DC-32-2016-0000087-IN	State of Montana vs. Space Head	Criminal - DC - Information	10-03-2016	Open
Missoula County District Court	DC-32-2016-0000086-IN	State of Montana vs. Peregrin Took	Criminal - DC - Information	09-23-2016	Open
Missoula County District Court	DC-32-2016-0000084-IN	State of Montana vs. Big Bear	Criminal - DC - Information	09-21-2016	Open
Missoula County District Court	DC-32-2016-0000081-IN	State of Montana vs. Grizzly Bear	Criminal - DC - Information	09-20-2016	Open
Missoula County District Court	DC-32-2016-0000071-IN	State of Montana vs. Blue Sky	Criminal - DC - Information	08-17-2016	Open
Missoula County District Court	DC-32-2016-0000070-IN	State of Montana vs. Milo and Otis	Criminal - DC - Information	08-16-2016	Open
Missoula County District Court	DC-32-2016-0000062-IN	State of Montana vs. Seannosaurus Rex	Criminal - DC - Information	08-02-2016	Open
Missoula County District Court	DC-32-2016-0000034-IN	State of Montana vs. Jace VeeLander	Criminal - DC - Information	07-05-2016	Open
Missoula County District Court	DC-32-2016-0000031-IN	State of Montana vs. Ryan Davies	Criminal - DC - Information	06-24-2016	Open
Missoula County District Court	DC-32-2016-0000020-IN	State of Montana vs. Marieee Dancelot	Criminal - DC - Information	06-20-2016	Open

1 to 10 of 10 records

Trouble finding your case? – If you cannot find the case you are looking for, try changing some of the search criteria. If the results do not yield any cases, or do not include the case in question, try removing some of the information from your search. If you have too many cases, try adding more information.

Case View – Information about the case can be seen in the case view including the judge, case parties, attorneys, future hearings, and the Register of Actions (ROAs).



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Case Search
Create Filing
Filings

CASE INFORMATION
Court: Missoula County District Court
Case Type: Criminal - DC
Case: DC-32-2016-0000081-IN
Short Title: State of Montana vs. Grizzly Bear
Status: Open
Filed Date: 09-20-2016
Judge: Deschamps, Robert
Create E-Filing

MONTANA COURTS E-FILING — Susan E. Boylan

CASE VIEW - DC-32-2016-0000081-IN

Parties / Participants

Role	Name	Attorney	Service Type
Defendant	Grizzly Bear	Scott B. Spencer	eService
Plaintiff	State of Montana	Susan E. Boylan	eService

1 to 2 of 2 records

Pending Hearings

Hearing Date/Time	Hearing Type	Location

No records were found.

Charges

Statute Description	Offense Date	Charge Modifier	Severity	Finding	Date of Disposition
87-6-202(1) [1] - Unlawful Possess/Ship/Transport Of Game Fish/Bird/Game Or Furbearing Animal-Rest Value > $1,000	09-19-2016	None	Felony		
87-6-202(1) [1] - Unlawful Possess/Ship/Transport Of Game Fish/Bird/Game Or Furbearing Animal-Rest Value > $1,000	09-19-2016	None	Felony		
87-6-202(1) [1] - Unlawful Possess/Ship/Transport Of Game Fish/Bird/Game Or Furbearing Animal-Rest Value > $1,000	09-19-2016	None	Felony		
87-6-202(1) [1] - Unlawful Possess/Ship/Transport Of Game Fish/Bird/Game Or Furbearing Animal-Rest Value > $1,000	09-19-2016	None	Felony		
87-6-202(1) [1] - Unlawful Possess/Ship/Transport Of Game Fish/Bird/Game Or Furbearing Animal-Rest Value > $1,000	09-19-2016	None	Felony		
87-6-206(1) [1] - Unlawful Sale Of Game Fish, Bird, Game Animal, Or Furbearing Animal - Restitution Value > $1,000	09-19-2016	None	Felony		

1 to 6 of 6 records

Filter

Register of Actions

Doc Seq.	Filed Date	ROA Text	Filed By	Document
3.000	09-20-2016	Information. Filed by Susan E. Boylan.	Boylan, Susan E.	
2.000	09-20-2016	Order granting leave to file information. Filed by Robert L. Deschamps III.	Deschamps, Robert L. III	
1.000	09-20-2016	Motion and Affidavit for Leave to File Information. Filed by Susan E. Boylan.	Boylan, Susan E.	

1 to 3 of 3 records

View Documents – Within the ROAs, documents can be viewed by clicking on the blue document icon on the right side of the row.

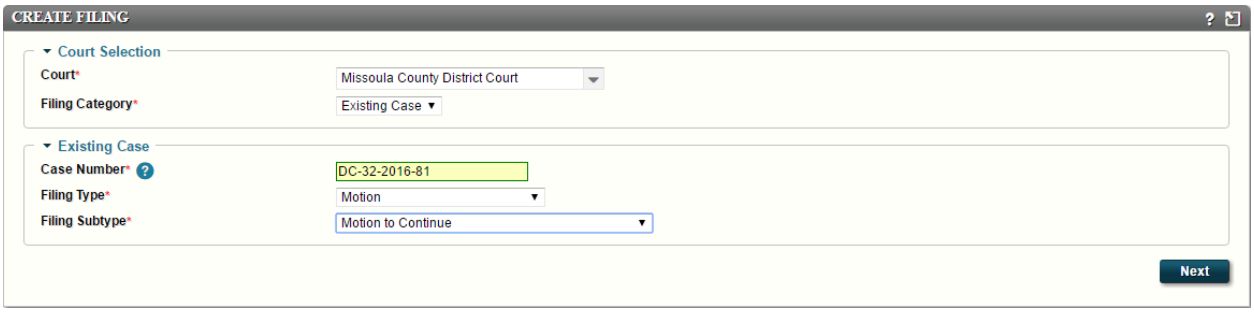
ROA Filter – By default, the "Register of Action" shows only documents in the case. This can be changed to display all ROAs by clicking "Filter," then unchecking the box marked "Document Only" and then clicking "Search."

Create E-Filing – A filing for this case can be started by clicking on "Create E-Filing." This will automatically take you to the "Create Filing" page with the court, filing category, and the case number already filled in.

Create Filing

Instead of using the case search, you can go directly to the "Create Filing" page by clicking "Create Filing" in the main menu on the left side of the screen.

At the "Create Filing" page you must first select which court you wish to file in and the "Filing Category" (new or existing case). After selecting existing case, you will be prompted to provide the case number, the filing type, and filing subtype that best describe the document you are submitting.
*If you are filing on a new case, please refer to the "Initiating a New Case" document.



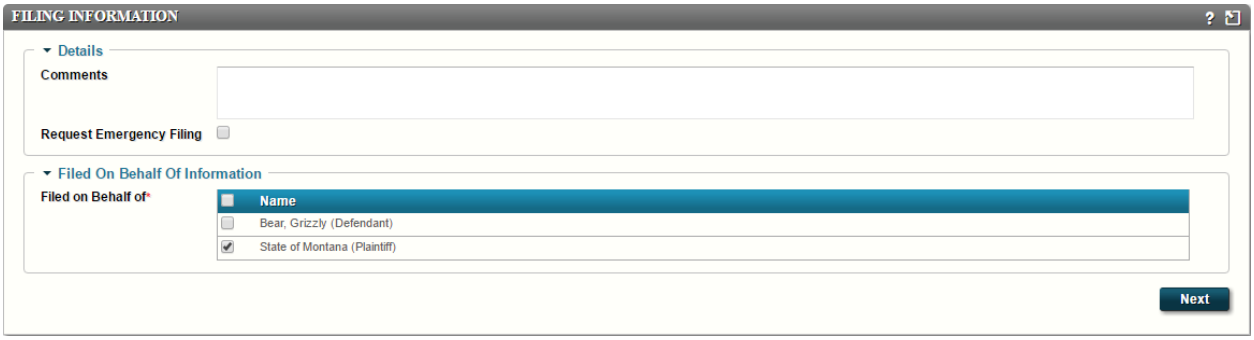
After providing the case number, the system will check that the case is eligible for E-Filing. If the case is eligible, the box will be highlighted green (as seen in the picture). If the case is not eligible, it will be highlighted red and prevent you from entering the case type and subtype. The case number must be entered exactly correct including the hyphens, but it does not require zeros in front of the final numbers (Example: DC-32-2016-1##).

- The Filing Types and Subtypes are dependent upon the type of case you are filing on. Criminal cases have different filings types than civil, which are also different than juvenile.

Click "Next" to save and continue.

*As you proceed further, please use the "Next" button. Your changes are not saved if you leave the page without clicking next. Using your browser's back button will not save your work.

Filing Information



Comments – Add comments only if it serves a meaningful purpose for the clerk processing the filing. These comments only go to the Clerk of Court's office.

Request Emergency Filing – Use this only in the case of an actual emergency; at that point, a phone call to the clerk's office alerting them about the filing might be more appropriate.
Filed on Behalf of – You must select what party(ies) you are filing on behalf of.

Click "Next" to save and continue.

Upload Document

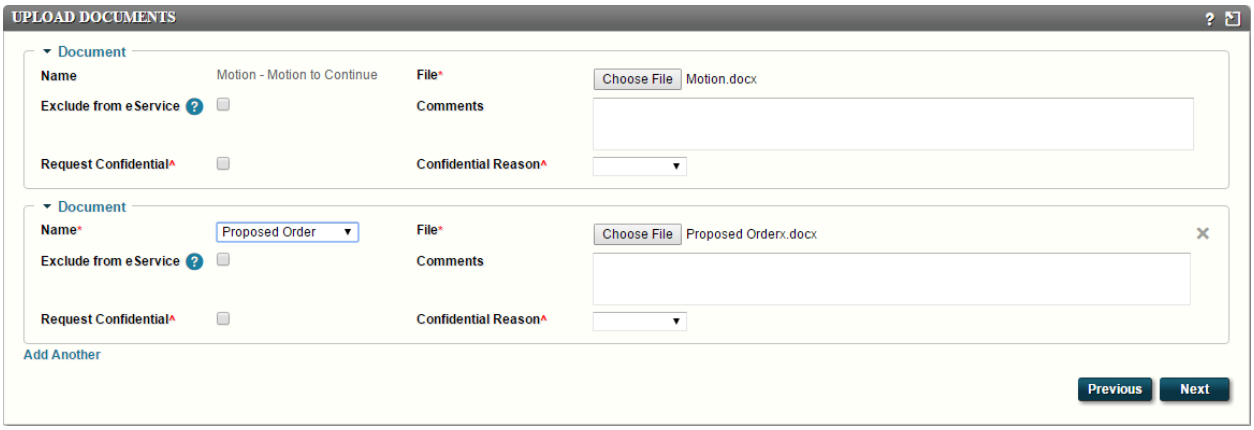
This page allows you to upload a lead document (e.g. motion) and any related documents (e.g. proposed order). Each document must be virus free, not password protected, and under 25 MB.

Add a Lead Document

1. Click "Choose File," then navigate to the location on your computer and select the document you wish to file as the lead document.

Add a Related Document

2. If you have a related document (e.g. Proposed Order) click "Add Another."
3. In the "Name" drop down menu, choose the name of the related document you are filing.
4. Click "Choose File" for this document and select it from its location on your computer.
5. Keep adding documents by repeating steps 2 through 4 until you have included all related documents.

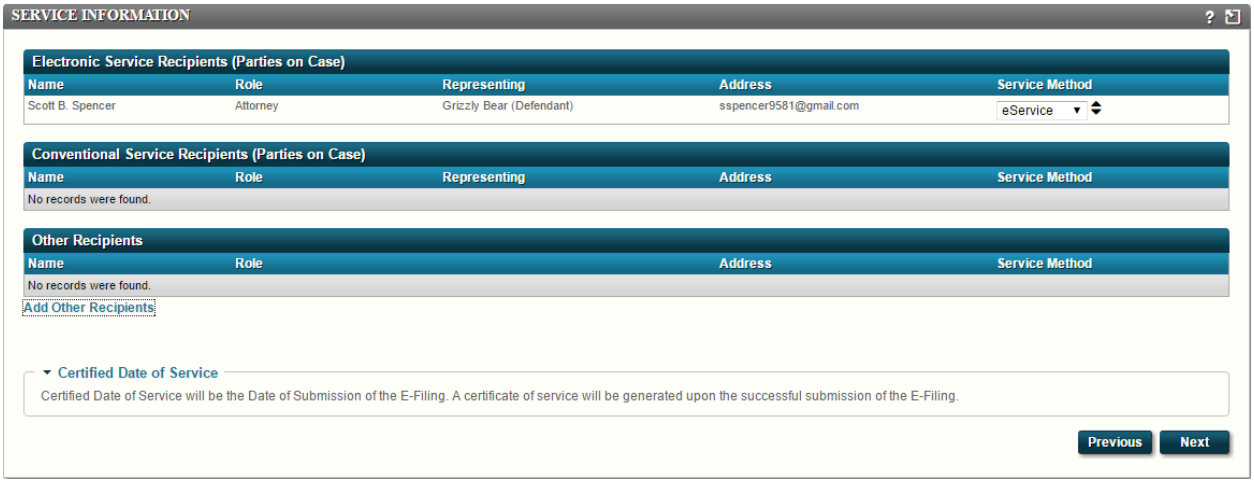


Comments – These comments are specific to the document, and are only seen by the Clerk of Court's office.
Exclude from eService – When checked, the system will not include a link to this document in the service notification that will be received by other E-Filers. If the box is checked for the lead document, no service will be sent via eService.
Request confidential – This does not make the document confidential. It alerts the clerk that you have requested to seal this document. When marking the box to request confidential, you must also select a reason from the "Confidential Reason" dropdown menu. The three available reasons are Court Order, Local Rule, and Statute. Choose the one that applies. It helps the clerks if you cite the statute or local rule.
Add Another – This allows you to keep adding related documents to the filing (do not add unrelated documents).

Click "Next" to save and continue.

Service Information

A certificate of service (COS) will be created and automatically included in the document from the information on this page. Because a COS is created from the information provided, take due responsibility in making sure the information is correct, and as you want it to appear on the COS.

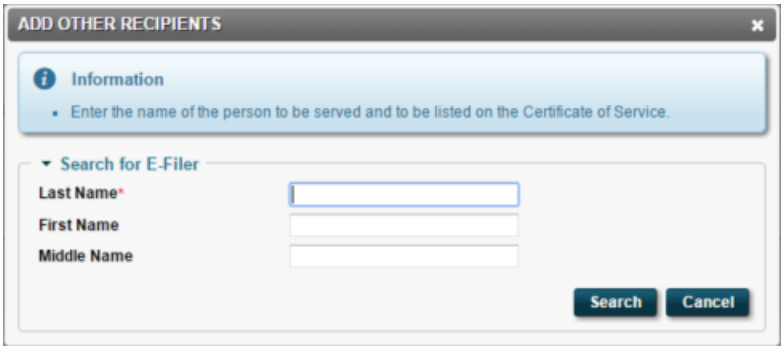


Parties displayed on this page are those officially named in the case, as provided by the case management system.

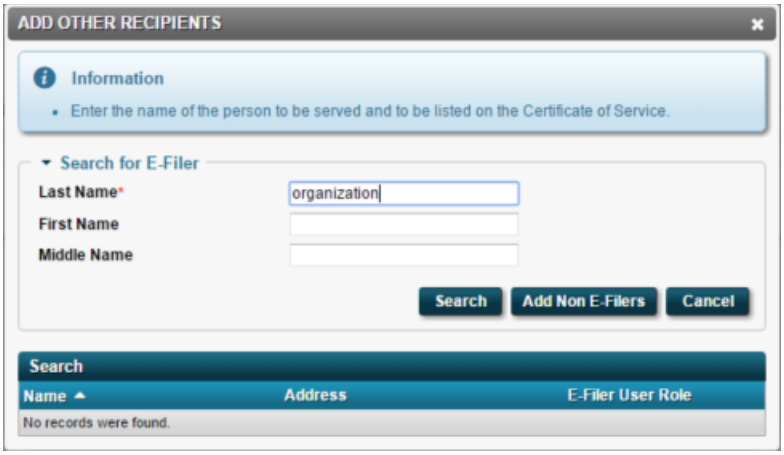
Service method – There are two main service categories with the E-Filing system.

- ***Electronic Service Recipients*** – For other E-Filing users, the service method will always be eService, meaning that the E-Filing system will automatically send out service emails to those parties. No additional service is required by you for these recipients.
- ***Conventional Service Recipients*** – For anyone not registered with E-Filing system it will require you to select the method of service you intend to use. It is still your responsibility to manually provide service to these recipients.

Add other recipients – Anyone you wish to serve that is not listed must be added by clicking on "Add Other Recipients." Click "Add Other Recipients" to bring up a separate window and provide the name of the person you wish to serve (last name is mandatory). Click "Search," to bring up a list of all available E-Filers who have the name you provided. To add a person, click on the name of the person you wish to include. If the person you wish to serve is not an E-Filer, click "Add Non E-Filers" and provide the information exactly as you want it on the COS. Then click "Add."



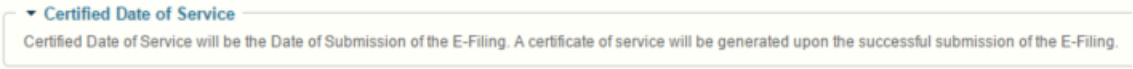
- If you wish to add an organization, include the name of the organization in the last name field and click “Search.” Then you will have to add them as a non E-Filer.



- **Never include a name or address that you do not want printed on the COS,** such as that of a victim**.**

Date of service – There are two different scenarios for the Date of service.

- If you have one or more eService recipients, the Date of Service will automatically be set as the day and time you submit the filing, because service for E-Filers goes out at that time.



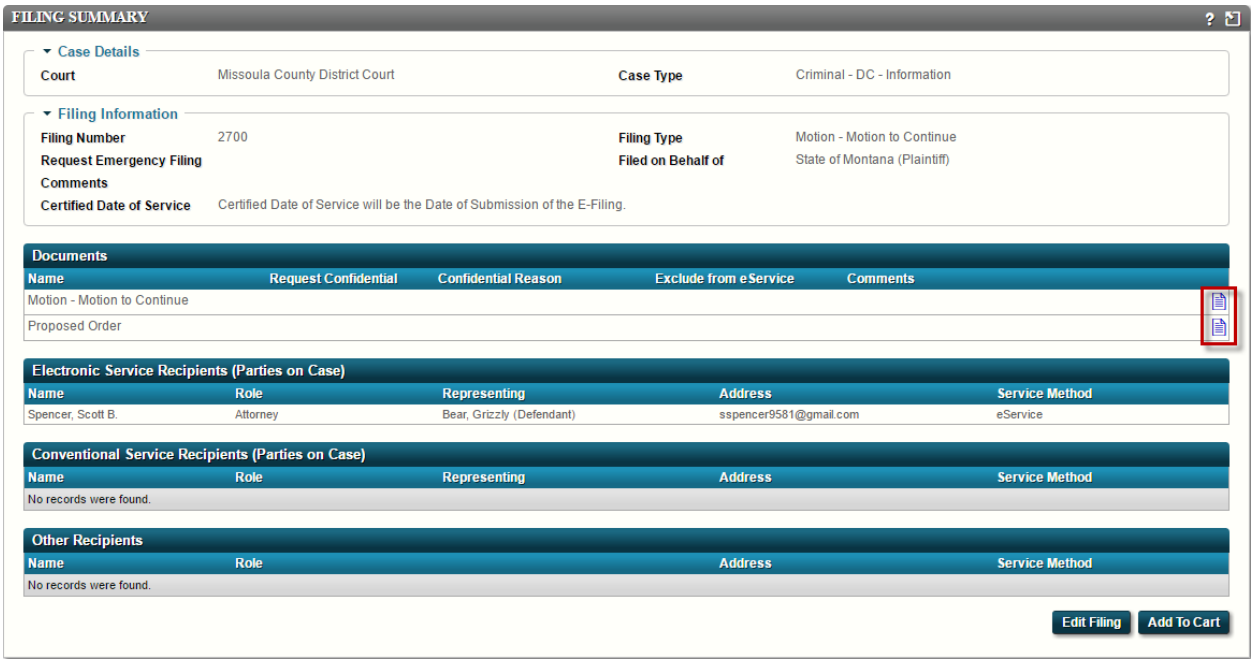
- If you have no eService recipients, you will be required to select the date of service, either by typing in the date, or selecting it using the calendar button.

The information from this page will be recorded on the COS. Thus, the information must be correct and as it should appear on the COS.

Click “Next” to save and continue.

Filing Summary

Check your work – This is the best opportunity you have to check your work before you submit the filing. Making sure everything is correct can save you a lot of time and trouble.

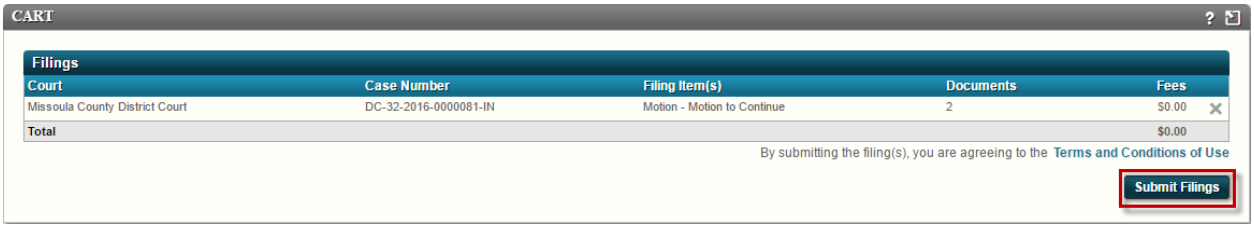


- View the documents – To view the documents click on the blue document icons on the right side of the screen.
- If you need to make changes to the filing click "Edit Filing". You will then be placed back at the start of the filing process. Use the "Next" button to get to the page where you need to make a change. Once you are satisfied with the filing, click "Add to Cart."

Cart

The cart is the last stage before submitting the filing. This is the last chance you have to make any changes to the filing. If you want to open the filing back up, click on the filing. If you want to remove a filing from the cart, click the "X" on the far right side of the filing. The filing will be saved as a draft.

If you are an attorney or are working on behalf of an attorney with authorized staff, there may be filings in the cart that have not been added by you, and not yet ready to be submitted. If this is the case, remove all filings that are not ready to be submitted at this time (they will still be saved in the "Draft Filing Queue").



Submit filing – When you click on "Submit Filings" the filing leaves your cart and is delivered to the Clerk of Court's E-Filing review queue for processing. Changes can no longer be made to the filing. If you discover a mistake that needs to be changed, call the Clerk of Court's office and ask them to reject the filing.

Service – Clicking the submit button sends out service to anyone listed as an eService recipient.

File Stamp – If approved and filed by the clerk, documents submitted between 12:00:00 a.m. and 11:59:59 p.m. on a court business day will be stamped "filed" with that day's date. For example: if a document submitted on Friday at 8:30 p.m. is subsequently approved by the clerks on the following Monday morning, it will be filed as of Friday's date.

After submission you will automatically be presented with a receipt for your filing submission. There will be a "Submission Number," "Submission Date" as well as information about the filing. This information is valuable if you ever need to prove you submitted a document.

After the filing has been submitted there are three ways you can confirm your filing has been submitted.

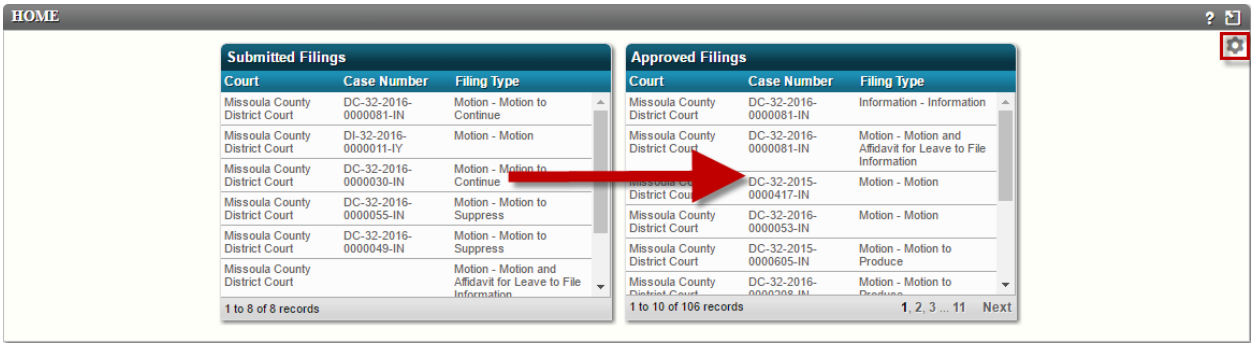
E-mail – If it is enabled, you will receive an email about your submissions, and then a second one once it has been either approved or rejected.

Home Page Notifications – If it is enabled, you will receive a notification with details about your submission, and then a second one once it has been either approved or rejected.

- You can check your notification settings by clicking on your name in the top right corner, then in the drop down menu click "My Account."

Widget – If it is enabled, it will show up in the submitted widget. Once the filing has either been approved or rejected by the clerk's office it will leave the submitted widget and move to either the approved or rejected widget.

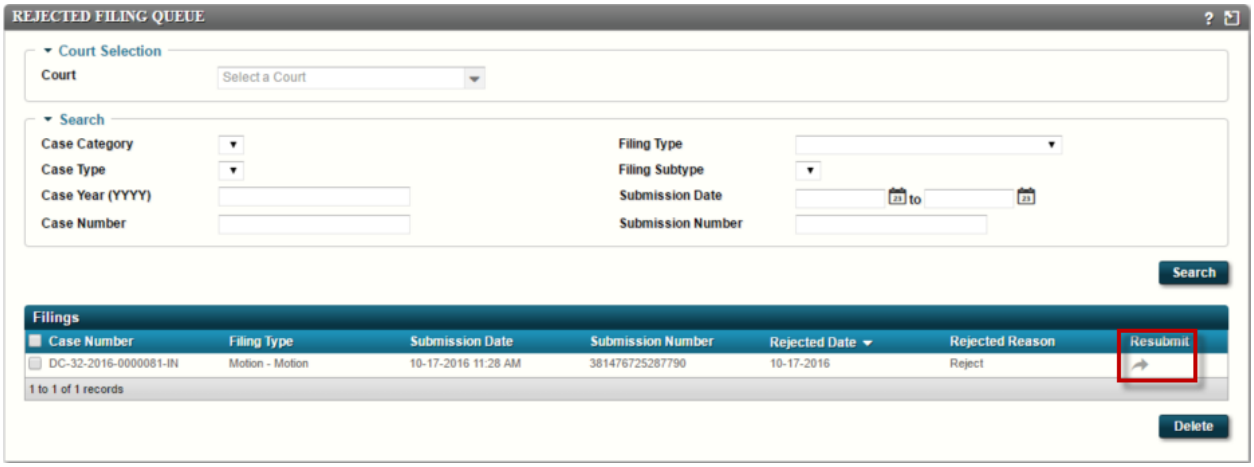
- You can change your widgets by clicking the gear on the right side of your homepage screen.



Resubmitting Rejected Filings

If the Clerk of Court's office rejects your filing, you are notified by either email or home page notifications, or both depending on your account settings. The filing you submitted will be placed in your "Rejected Filing Queue" exactly as you submitted it. You can view any rejected filings by hovering over "Filings" in the main menu and clicking "Rejected."

Make any necessary changes and resubmit the document by clicking on the resubmit arrow on the far right side of the filing.



This creates a copy of the filing in your drafts and takes you to the "Filing Summary" page describe above (page 7). You now have the opportunity to make any changes required by the Clerk of Court's office by clicking "Edit Filing." Remember to always save your changes by clicking "Next."

After resubmitting the filing, it will not automatically leave your "Rejected Filing Queue." It can either be left in the queue or manually deleted by checking the box on the far left side of the filing and clicking "Delete." After resubmitting the filing, you may want to delete it to make sure that you do not resubmit it a second time. If the filing is rejected again, a new filing will appear in your rejected queue.